**Agenda Procedures**

1. Complete your agenda by 8:10.

2. Agendas are considered complete if:

* all assignments and other information are written legibly and completely in the appropriate spaces
* signed by a parent, daily
* assigned work is completed on time

3. Keep your agenda neat and in good shape. Do not write on

 the cover or tear out pages. Do not fold pages. You will be

 given a large black clip to help you section off the current

 week.

**Entry Procedures**

1. Bring all materials to class in your bag.

* books (including AR)
* 2 sharpened pencils, pens, erasers
* folders
* agenda
* snack

2. Complete your agenda for the day before 8:10.

3. Use the bathroom, get a drink, fill your water bottle, and

 sharpen two pencils before 8:10.

4. Be in your seat, quiet, and ready before 8:10.

5. Read the white board for instructions.

...when moving to another classroom, enter quietly, have

materials ready in your bag and listen, or read the white board for directions